

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON**
FORT SAM HOUSTON, TEXAS 78234-5014



BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



BULLETIN 4

25 January 2007

Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

CASUALTY NOTIFICATION:

01 December 06 - 31 January 07 - BAMC

SPECIAL INSTRUCTIONS: Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER: The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (IMSW-SMH-EEO/1-9276)

4. AUTOMATED OUT-PROCESSING SYSTEM: The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Personnel Services at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (IMSW-SMH-HRM-H/5-8809)

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5. CLAIMS AGAINST DECEASED PERSONNEL: For individuals with claims against or who are in debt of the late SFC Angel L. Marrero of HHC, United States Army South (USARSO), Fort Sam Houston, please contact MAJ Jon W. Young at jon.young@samhouston.army.mil or (210) 295-6246 during regular duty hours of 0730hrs to 1630hrs. (3/3)

6. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT: All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (IMSW-SMH-LAA/1-2373/0485)

7. INFORMATION SYSTEMS SECURITY MONITORING. All Department of Defense (DOD) personnel (military, civilian and contractors) must be given notification that use of official DOD telecommunications systems constitutes consent to information systems security monitoring. DOD telecommunications systems are provided for official Government communications. When these systems are used by Department of the Army components, they are subject to information systems security monitoring in accordance with Army Regulation 380-53. Guidelines specify that monitoring will be conducted so as to minimize the monitoring of telecommunications not related to security objectives. This is a security assessment technique that provides information not available through other sources and is essential for evaluating security within the U.S. Army. Monitoring will be performed in a manner that also protects, to the greatest degree possible, the privacy and civil liberties of individuals whose telecommunications are subject to monitoring. The following Telephone or Communications Directory Notice is required to be published at least quarterly in the command bulletin. (Official U.S. Army telephone directories will display this notice on the front cover or prominently within the general information section.)

Attention!

This is a DOD computer system. Before processing classified information, check the security accreditation level of this system. Do not process, store, or transmit information classified above the accreditation level of this system. This computer system, including all related equipment, networks and network devices (includes internet access) are provided only for authorized U.S. government use. DOD computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized,

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constitutes consent to monitoring. Unauthorized use of this DOD computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

Point of contact is the Garrison Command Security Manager, at 221-1906 / 9500.

8. ANTITERRORISM AWARENESS – TRAVEL OUTSIDE THE U.S.

AR 525-13 mandates that military personnel and DOD civilians traveling outside the 50 United States, its territories and possessions (to include on leave, pass, or temporary duty) receive:

- A destination country update within two months of travel and
- Antiterrorism Awareness Training (Level 1) within 12 months of travel.

For more information, contact your unit Antiterrorism Advisor or the FSH Antiterrorism Office at 295-0535/295-0509.

9. DOD TRAFFIC SAFETY PROGRAM: In compliance with DoD 6055.4 DoD Traffic Safety Program, which directs all military personnel under 26 years of age who possess a driver's license shall be given a minimum of four hours of classroom instruction in traffic safety designed to establish and reinforce a positive attitude toward driving.

The Fort Sam Houston Safety office conducts Accident Avoidance Training every first and third Thursday of the month. All classes for calendar year 2006 will be held in building 902, 32^d Medical Brigade Headquarters/ Wagoner Hall on Harney road. Class is conducted from 0800 to 1200 hours. For additional information contact Mr. Mitch Geary 221-3824 installation safety office or visit the installation safety web sit for the most current training dates. This course does not fit the criteria for insurance reductions or traffic citation dismissal. Commanders ensure all soldiers in this age group are receiving training with appropriate documentation in their records.

10. ENGLISH AS A SECOND LANGUAGE CLASSES: Staring 5 Sep 06, every Tuesday and Thursday for 6 p.m. – 8:30 p.m. at the Roadrunner Community Center, Bldg 2797. The ESL classes are special for foreign-born spouses to increase reading comprehension, vocabulary, and pronunciation. Classes are appropriate for BEGINNING, INTERMEDIATE, and ADVANCED students with individualized group instruction. Sponsor by Region 20 Education Center and ACS Relocation Assistance Program. For additional information and to register call 221-2418.

11. CONTRACTOR VERIFICATION SYSTEM: Effective 27 October 2006, DoD mandated Contractor Verification System will be implemented. All FSH DoD contractors must have a CAC Card in order to gain access to the installation, facilities, and use of DoD computer systems. Normal process to obtain the CAC is 7-10 days. See your unit Personnel Officer or Security Officer for details. FSH Installation POC is Mr. Joe Gathers, 221-0623 or email: joe.gathers@samhouston.army.mil

12. OFFICER CANDIDATE SCHOOL (OCS) BOARD: The next Fort Sam Houston OCS board will be held on 2 February 2007 at Human Resources and Administration, 1706 Stanley, Building 2263, Room B100. Deadline for submissions of OCS applications is 26 January 2007. For more information concerning OCS and to pick up a sample application, please contact Mr. Andre Williams at 210-221-1839.

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13. NEWCOMERS' EXTRAVAGANZA: MANDATORY: Newcomers' Extravaganza for all permanent party in-processing soldiers, LTC and below, within 60 days of their arrival.

The Next Newcomers' Extravaganza is scheduled for 30 January 2007 starting at 9:30 at SAM HOUSTON CLUB. Everyone --soldiers, civilians and family members--will have the opportunity to learn about Fort Sam Houston and San Antonio Area. Come and participate in giveaways, drawing and social activities and registration. Extravaganza is the official "Newcomers' Orientation" for Fort Sam Houston. Commander and supervisors are encouraged to allow soldier and civilian employees' administrative time to attend. * Children are welcome.

For additional information, call the Army Community Service, Relocation Assistance Program @ 221-2705/2418.

14. LOCAL (AMEDDC&S, CSFS, AND FSH) FORMS IN PUREEDGE FORMAT. There are 47 local forms which have been converted to the PureEdge format for all to use. Attached is a list of these forms with their title. To access them:

- a. Open PureEdge Viewer.
- b. Click on Open form.
- c. Click the down arrow of Look in and Clicking on the T: drive.
- d. Double Click on the PureEdge folder.
- e. Double Click on the Forms folder.
- f. Double Click on the Local Forms folder.
- g. To Save your information: Click on the SAVE AS button.
- h. Click the down arrow to tell it where to save it. NOTE: I suggest you establish a folder in your I: drive for this.
- i. To Email: Click on the EMAIL button. This will bring up the Outlook and send it like any other e-mail in Outlook.
- j. To PRINT: Click on the PRINT button.

2. The POC is Ms. Lydia Guerrero at 295-9081.

15. CASUALTY NOTIFICATION/ASSISTANCE TRAINING: Fort Sam Houston Casualty and Mortuary Affairs Office Receives Visit from the Department of the Army Casualty and Mortuary Affairs Operation Center Department of Army Casualty and Mortuary Affairs Operation Center (CMAOC) are deploying a mobile training team to Fort Sam Houston from 29 January to 2 February 2007.

The purpose of the visit is to train designated representatives from Fort Sam Houston and various tenant organizations on their roles and responsibilities as Casualty Notification and Casualty Assistance Officers.

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CMAOC will also discuss the grief and bereavement process to help prepare notifiers, assistance officers and all those who will interface with the surviving family in the days and months after the loss of their loved one. Other areas of discussion are the Retirement Services role related to casualty assistance.

Recently there have been numerous changes to AR 600-8-1, the Casualty Management Regulation dated Apr 06, ranging from the notification and follow-up process, investigations, and more command involvement in the submission of the casualty reports.

Each organization is encouraged to send as many of their personnel within their unit that performs the Casualty Notification and Casualty Assistance Officer Duties. Commanders need to provide a by-name listing of the individual(s) from their unit who will attend this training. Response is needed NLT 18 January 2007.

For more information or to RSVP please call Ms. Vanita Bogan, 221-0051/1780/1752.

**FOR THE COMMANDER:
HQ AMEDDC&S & FSH
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FT SAM HOUSTON, TX**

**OFFICIAL:
EARNEST C. BRIDGES
Chief, Human Resources and Administration**

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